

GREENSBORO COMMUNITY SUSTAINABILITY COUNCIL BY-LAWS

ARTICLE I - NAME

The name of this organization shall be the Community Sustainability Council of the City of Greensboro, hereinafter referred to as the "CSC."

ARTICLE II - PURPOSE

The purpose of the CSC shall be:

1. To recommend annual priorities for implementation of Greensboro's accepted Sustainability Action Plan and Greenhouse Gas Reduction Strategy, and monitor said implementation.
2. To research, advocate, coordinate, and provide outreach for local measures to:
 - a. Reduce energy usage and carbon dioxide emissions;
 - b. Identify the costs of implementation and possible funding strategies; and
 - c. Monitor the progress and effectiveness of measures adopted by the Greensboro City Council.
3. To initiate areas of focus and research, respond to specific requests from City Council, and report back to the City Council for Council's consideration, providing opportunity for review and comment by the community at-large.
4. To seek input from business groups, schools, City staff, environmental groups, and other interested parties throughout Greensboro and Guilford County.
5. To serve the City Council by formulating and suggesting strategies to reduce pollutants, reduce energy costs, conserve resources, protect and strengthen the local economy, promote environmental justice, and save money.

ARTICLE III - MEMBERS

Section 1 – Voting Members: The CSC shall have nine (9) voting members, appointed as follows:

- Five (5) members, each appointed by the City Council, as recommended by each of the City Council members representing the five council districts; and
- Four (4) members, each appointed by the City Council, recommended by any City Council member from the community at-large.

All members shall have experience related to sustainability in one or more of the following areas:

- Economic Development
- Education and Outreach
- Engineering and Environmental Sciences
- Energy Utilities
- Food Supply
- Green Products and Services
- Green Technologies
- Land Use or Development
- Municipal or Industrial Operations
- Transportation or Construction
- Urban Landscape
- Waste Reduction or Recycling

At least one member shall be a “young adult” (at least 18 years of age, and not more than 30 years of age) at the time of his or her appointment.

Each voting member will have one vote. Voting members seated at the time of adoption of these bylaws will continue to serve on the CSC until the expiration of their current term.

Section 2 – Non-Voting Advisory Members: The voting members of the CSC shall invite advisory members to serve the CSC in a non-voting capacity as needed. Advisory members may represent various interest groups, as follows:

- Greensboro's real estate and/or construction sector;
- Electric power generation and/or transmission utilities serving the Greensboro area;
- Natural gas supply utilities serving the Greensboro area; and
- Specific segments of the Greensboro business community not already represented.

Section 3 – City Council Liaison: The City Council may assign a Council member to serve as a liaison between the City Council and the CSC.

Section 4 – Terms of Service: Voting members of the CSC shall be appointed for a term of three (3) years. Each voting member may be appointed to a maximum of two consecutive (2) terms. Non-voting members may serve indefinitely, at the discretion of the voting members.

Section 5 – Sub-Committees: The CSC hereby establishes three (3) standing committees, focused as follows:

- Environment (Place);
- Economy (Prosperity); and
- Equity (People).

The purpose of these committees is the advancement of items related to the CSC's purpose. Each voting and non-voting member shall be assigned to serve on a committee. Committees may, and are encouraged to, recruit non-member volunteers from the community at-large to assist with their efforts. Each sub-committee will establish a Chair, who shall be a voting member of the CSC. Each sub-committee will establish an annual work plan, procedures, and meeting frequency. Regular progress reports will be made to the CSC.

ARTICLE IV - OFFICERS

Section 1 – Officers: The CSC will have a Chair and a Vice-Chair. The Chair is responsible for presiding over meetings and for certain communication functions on behalf of the CSC. The Vice-Chair will assume the duties of the Chair in the event that the Chair is unable to fulfill his or her duties. The CSC may create additional officers as needed by a majority vote of the CSC without requiring a change to the bylaws.

Section 2 - Elections: The voting members of the CSC will elect from among their number the Chair and Vice-Chair by simple majority.

Section 3 - Terms of Office: The Chair and Vice-Chair will be elected to a term of one (1) year. Officers may be elected to a maximum of two (2) consecutive terms of office. Elections shall occur at the first meeting of each calendar year, or as required to fill a vacancy.

ARTICLE V - MEETINGS

Section 1 - Regular Meetings: Meetings shall be held according to an annual schedule and may be canceled as-needed. The CSC will schedule a minimum of four (4) meetings per calendar year. The regular meeting schedule shall be kept on file with the clerk of the City of Greensboro and posted on the City's website. Changes to the meeting schedule shall be filed with the clerk at least one (1) week prior to the first meeting held according to the revised schedule.

Section 2 - Special Meetings: Special meetings may be called by the Chair. Whenever possible, at least seven (7) days notice shall be given. At least 48 hours prior to the meeting, notice for such meetings shall be posted at the door of the usual meeting room, distributed to media outlets that have requested such notice, and posted on the City's website.

Section 3 - Quorum: A quorum shall be established through the presence of more than 50% of the CSC's voting members in good standing.

Section 4 – Attendance: Each voting member shall be expected to attend each regular meeting and each special meeting for which at least seven days' notice has been given. Remote attendance is permitted, with advanced notice of at least 24 hours.

Section 5 – Standing: Good standing for all voting members shall be maintained through regular attendance at meetings. Following two consecutive absences without notice, a voting member's seat shall be declared vacant, and not be counted towards quorum. Good standing shall automatically be restored upon the voting member's attendance at a meeting. A replacement member may be requested by CSC vote after a voting member has missed three (3) consecutive meetings without notice.

Section 6 – Agenda: An agenda shall be prepared for each meeting, listing the items intended for discussion or action during the meeting. The agenda shall be developed and distributed by City Staff assigned to support the CSC, with guidance from the Chair and Vice-Chair. Items on the agenda may (a) be identified by staff, (b) originate as a carryover from previous CSC meetings, or (c) be requested by any member of the CSC. Additional items may be placed on the regular agenda during a meeting, with agreement from a majority of the present and eligible voting members.

Section 7 - Voting Procedures: Any voting member may offer a motion on any issue, provided that:

- a) The issue is within the purposes of the CSC as set forth in Article II; and
- b) The issue is on the agenda as outlined in Section 6 of this Article.

Any voting member may call for a vote on a motion that has been seconded by another voting member.

A majority vote of the members present and eligible to vote shall be sufficient for approval of matters coming before the CSC. A voting member may be excused from voting on an issue by a majority vote of CSC members if a conflict of interest has been disclosed, without affecting the maintenance of a quorum. A member who fails to vote that has not been excused from voting shall be counted as voting in the affirmative. No secret ballots are allowed. E-mail voting is not allowed, however written ballots are allowed provided they are signed by each voter and included in the meeting record after the vote is taken. Written ballots shall be kept available for public inspection until the meeting minutes are approved.

ARTICLE VI – PARLIAMENTARY PROCEDURES

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised*, shall govern the meeting procedures and voting of the CSC in all cases to which they are applicable and in which they are not otherwise inconsistent with these bylaws and/or any special rules of order the CSC may adopt.

ARTICLE VII – ADOPTION AND AMENDMENTS

Adoption of these bylaws or amendments thereto, shall require the affirmative vote of at least two-thirds of the voting members present, provided that written notice of the proposed amendment has been transmitted to each member at least seven (7) days prior to the meeting at which the amendment is to be considered and provided that such amendment does not conflict with the letter or fundamental intent of the CSC.

APPROVED by the Community Sustainability Council of the City of Greensboro, This
the 14th day of October, 2013.

Joel Landau Co-Chair, Community Sustainability Council

Bob Powell Co-Chair, Community Sustainability Council

Attest

Secretary to the CSC